

# First-Class Mail—Presorted Letters and Cards—Upgradable

Related QSGs: 010, 015, 102, 810, 811, 900

# 131

Quick Service  
Guide

<b>Eligibility Overview</b> (E130)	Mailings of 500 or more addressed pieces, sorted and marked as described below. All pieces must be automation-compatible (C810 and C830). Pieces mailed at card rates and pieces mailed at letter rates must meet separate 500-piece minimums.										
<b>Rates and Fees</b> (R100)	<p>Presorted:</p> <table><tr><td>First ounce or fraction:</td><td></td></tr><tr><td>(For pieces weighing not more than 2 ounces)</td><td>\$0.295</td></tr><tr><td>(For pieces weighing more than 2 ounces)</td><td>0.249</td></tr><tr><td>Each additional ounce or fraction</td><td>0.230</td></tr><tr><td>Card</td><td>0.180</td></tr></table> <p>Annual \$85.00 presort mailing fee (E110.4).</p>	First ounce or fraction:		(For pieces weighing not more than 2 ounces)	\$0.295	(For pieces weighing more than 2 ounces)	0.249	Each additional ounce or fraction	0.230	Card	0.180
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<b>Addressing</b> (A010, A800)	<p>Each piece must include a complete delivery address with correct ZIP Code or ZIP+4 code.</p> <p>Addresses on all pieces updated within 180 days before mailing through a USPS-approved address update tool (e.g., ACS, NCOA, <i>FASTforward</i><sup>SM</sup>, or the appropriate ancillary service endorsement under F010).</p> <p>A certified process must be used at least once a year to ensure accuracy of 5-digit ZIP Codes.</p>										
<b>Characteristics and Content</b> (C810, C830)	<p>Maximum weight: 2.5 ounces.</p> <p>Automation compatibility: machine-printed nonscript addresses, OCR read area and barcode clear zone meeting reflectance standards, and paper that can accept ink.</p> <p>Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2).</p> <p>Dimensions:</p> <ul style="list-style-type: none"><li>■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick <i>if not more than 4-1/4 inches high and 6 inches long</i>; or 0.009 inch thick <i>if more than 4-1/4 inches high or 6 inches long, or both</i>.</li><li>■ Maximum for cards at card rates: 4-1/4 inches high, 6 inches long, and 0.016 inch thick.</li><li>■ Maximum for letters and other cards: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.</li></ul>										
<b>Deposit</b> (D100)	Mailing entered at an acceptance point designated by USPS.										
<b>Mail Preparation and Sortation</b> (M130)	<p>Marking on each piece: “Presorted” and “First-Class.”</p> <p>Documentation:</p> <ul style="list-style-type: none"><li>■ Postage statement: Form 3600-P (meter or precanceled stamp) or Form 3600-R (permit imprint), as applicable.</li><li>■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).</li></ul> <p>1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).</p> <p>See reverse for tray label Line 2 information.</p> <p>Use 2-inch tray labels (M031).</p> <p>Trays sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mixed AADC trays and mailings that originate and destinate in delivery area of same SCF.</p>										
<b>Postage and Payment Methods</b> (P100)	<p>Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.</p> <p>Additional standards apply to mailings of nonidentical-weight pieces.</p>										
<b>Special Services</b> (S900)	<p>See Quick Service Guide 900.</p>										

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Traying Sequence

**5-Digit (Optional)**

**Trays:** Full trays only for pieces to same 5-digit ZIP Code; packaging not permitted; less-than-full trays not permitted.

**Labels:** For Line 1, use city, state, and 5-digit ZIP Code on mail.

**Rate:** Presorted

**3-Digit (Required)**

**Trays:** Full trays only for pieces to same 3-digit ZIP Code prefix; packaging not permitted; less-than-full trays not permitted. (Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code of SCF serving post office where mail is verified.)

**Labels:** For Line 1, use L002, Column A, for destination facility.

**Rate:** Presorted

**AADC (Required)**

**Trays:** Full trays only for pieces to same AADC (see L801); pieces grouped by 3-digit ZIP Code prefix; packaging not permitted; less-than-full trays not permitted.

**Labels:** For Line 1, use L801 for destination facility.

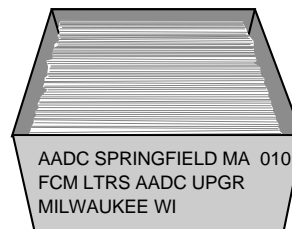
**Rate:** Presorted

**Mixed AADC (Required)**

**Trays:** Any remaining pieces placed in mixed AADC trays; pieces grouped by AADC; only one less-than-full tray permitted.

**Labels:** For Line 1, use "MXD" followed by city/state/ZIP origin facility in L002, Column C.

**Rate:** Presorted



Packaging required in mailings consisting entirely of postcard-size pieces and for other pieces placed in less-than-full trays.